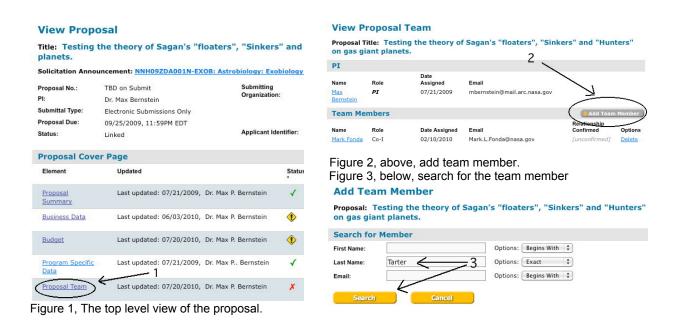NSPIRES cover page budgets under "Unified" labor

Summary: Starting August 16, the NSPIRES web cover page budgets should no longer include the cost of NASA civil servant salaries. However, for the purpose of peer review, the proposal's detailed budget should continue show the total funding required, including civil servant salaries, and the proposal's narrative must clearly indicate the NASA civil servant FTEs that are being applied to the proposed investigation. This document has screen captures to guide proposers (both NASA civil servant PIs, and PIs with NASA civil servant Co-Investigators) when filling out the NSPIRES web cover page budgets. Caveat: JPL scientists are not civil servants.

Adding Team Members: As always, you add a team member from any organization by choosing "Proposal Team" from the view proposal window (#1 left) choosing "Add Team Member" (2, right), and searching them out in the database (3, lower right)

Figure 1, The top level view of the proposal.

Figure 2, above, add team member.
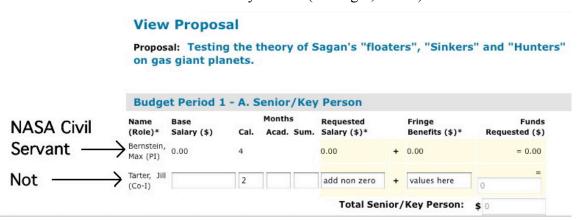Figure 3, below, search for the team member

After you add this new person they will be on the list of team members, as seen in figure 2. Any person on this list can now be added as personnel to your cover page budget by selecting Budget from the "View Proposal" window (Figure 1), and click the hypertext

Budget

	1	2	3
Budget Period:			
Start Date:	06/01/2010	Enter Dates	Enter Dates
End Date:	05/31/2011		
	Copy	Copy	Copy
A. Senior/Key Person 4 →	$0.00	$0.00	$0.00
B. Other Personnel	$0.00	$0.00	$0.00
Total Salary and Wages (A+B)	$0.00	$0.00	$0.00

View Proposal

Proposal: Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.

5

Budget Period 1 - A. Senior/Key Person   Add New Person   Edit

Name (Role)	Base Salary ($)	Cal.	Months Acad. Sum.	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)
Bernstein, Max (PI)	0.00	4		0.00	+ 0.00	= 0.00
				Total Senior/Key Person:		$0.00

Figure 4, left, the values in the budget are hypertext links. When you click on the value corresponding to "A. Senior/Key Person" you get the view in Fig. 5, at right. 'Add New Person' to enter time and $ for each person

linked dollar value under "Key Person" (4, left), and then selecting 'Add New Person' (5, right). Once you have done this you can finally add in their time, and corresponding salary and fringe (see below).

How to put salaries into the NSPIRES cover page budget: Whereas folks at universities will have their salary cost in Section A of the NSPIRES cover page budgets, the civil servants will not. Please note how in my example, I am listed as the PI as spending 4 calendar months on the project, but there were zeros associated with my name. There are zeros next to my name in section A because I am a civil servant. THIS IS THE BIG CHANGE FROM PAST YEARS. For Dr. Tater, my .edu Co-Investigator, we will add in some real non-zero salary dollars (see Fig 6, below).

View Proposal

Proposal: Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.

Budget Period 1 - A. Senior/Key Person

NASA Civil Servant →

Not →

Name (Role)*	Base Salary ($)	Cal.	Months Acad. Sum.	Requested Salary ($)*	Fringe Benefits ($)*	Funds Requested ($)
Bernstein, Max (PI)	0.00	4		0.00	+ 0.00	= 0.00
Tarter, Jill (Co-I)		2		add non zero	+ values here	= 0
				Total Senior/Key Person:		$ 0

This is true whether or not the NASA Civil Servant is the PI or a Co-I, either way we do not enter dollar values for their salary in the NSPIRES cover page budget.

NASA Center Co-Investigators in Section F. Other Direct Costs: Often, when a proposal is submitted from a university, the entire NASA center portion of the award is simply put in section F of the budget, under other direct costs (ODCs). This is

convenient because any funds going to a center will be split off, so it might as well all be in one place. If you do that it might look like what you see below in Figure 7. Note, on line 8, we are only asking $1500 for the GSFC civil servant, though 4 months of his time is promised. That may be for travel, but clearly his salary is *not* included. Note, on line 9, that we *are* including the full price for civil servants that are from USGS (and other non-NASA government agencies). Note, line 10, we *are* paying full price for JPL scientists since they are not civil servants. Note that when the cost Dr. Clark appears here in section F, it is *not* above in section A, so as to avoid it being double counted in the total.

View Proposal

Proposal: Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.

Budget Period 1 - F. Other Direct Costs ▶ Edit

Item		Funds Requested ($)
1. Materials and Supplies		
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Faculty Rental/User Fees		
7. Alterations and Renovations		
8. NASA Civil Servant Co-I Dworkin at GSFC - 4 months	<--NASA Civil Servant	1,500.00
9. USGS Civil Servant Co-I Clark at GSFC - 4 months	<--NOT	65,000.00
10. JPL portion of the award for Dr. J. Smallberries	<--NOT	45,000.00
	Total Other Direct Costs:	**$111,500.00**

Detailed Full Cost Budgets: Each proposal should, as before, have a budget narrative that gives the time being devoted to the project by the PI and each Co-Investigator, whether or not they are NASA civil servants. In addition, at the end of the proposal there should be a detailed budget page from each organization, showing the full cost. Thus, a proposal that has Co-Investigators from NASA centers should list their ODC costs in Section F, as seen above in Fig. 7, but it should include a detailed budget with all costs, provided by the center at the end. There is no set format for the detailed budget.